

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4197

**TITLE:** EMERGENCY MANAGEMENT SPECIALIST I

**GRADE:** S-21

**DEFINITION:** Under direct supervision, performs professional level management work for the Office of Emergency Management by assisting in the gathering, organizing, researching, monitoring, and dissemination of emergency management data and executing certain details of an emergency management plan or program, and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Emergency Management Specialist I positions are distinguished from Emergency Management Specialist II positions in that Emergency Management I positions assist at the professional level in performing emergency management duties and data monitoring and analysis, whereas Emergency Management Specialist II positions perform, not just assist in, a full range of professional level management duties for emergency management.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Perform ICS position specific or ESF function roles in day to day operations or during EOC activations;

Assists in facilitating and convening meetings with county agencies, recommends appropriate courses of emergency action, establishes emergency planning guidelines, and ensures compliance with federal, state and county emergency management guidance;

May prepare and present speeches to civic and community organizations to promote emergency preparedness;

Collect and disseminate emergency information through coordination activities with senior emergency management staff;

May serve as an alternate or backup for OEM on assigned local, regional and state committees;

Monitor a variety of technology and communications equipment housed in the agency

Prepares routine finding reports;

Provides assistance to other staff as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Knowledge of emergency disaster plans of local, federal and state governments;

Basic knowledge of the capabilities of information technology, software and hardware;

Ability to demonstrate interpersonal and organizational skills;

Ability to effectively present materials and findings in oral and written formats;

Ability to develop, implement and evaluate program goals and objectives;

Ability to effectively coordinate a variety of emergency management related activities;

Ability to prepare user manuals.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited four-year college or university with a degree in business administration, public safety, emergency management or related fields.

**CERTIFICATES AND LICENSES REQUIRED:**

None

**NECESSARY SPECIAL REQUIREMENTS:**

Positions within this class will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

ESTABLISHED: September 16, 2010